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Accountable officers have the functional and supervisory responsibilities which are inseparable from his obligation to establish and maintain property accountability for materiel received, stored and issued within his appointed sphere. These duties are:

1.
2. To ensure that all issues, transfers, or disposals are properly authorized;

Disposition of Excess Materiel

- (1) ADMINISTRATIVE SUPPLIES AND EQUIPMENT AND OPERATIONAL SUPPLY ROOM MATERIEL. Excess administrative supplies, equipment, and materiel originally obtained from the Building Supply Offices or from the Operational Supply Room shall be disposed of either by delivering the materiel to the Building Supply Officer or by requesting him to have the materiel removed.
- (2) GENERAL OPERATIONAL MATERIEL. Excess operational materiel obtained from sources other than the Operational Supply Room shall be returned to the Supply Division in accordance with instructions on the Headquarters Property Turn-In Document, Form 1707.
- (3) ISSUE OF EXCESS PROPERTY WITHOUT CHARGE TO PROPERTY REQUISITIONING AUTHORIZATION. Property determined by the Director of Logistics to be in excess of the Agency's needs may be issued without charge to the property requisitioning authorization provided (a) the cost of such property was not included in the operating budget or project approval and (b) the issuance of property declared excess is approved by the Chief, Supply Division, Office of Logistics.

Records

- (2) The Office of Logistics shall maintain the official records of Agency vehicles for control and inspection purposes.

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